

## EXAMPLE OF LETTER FOR FILING DRAFT/FINAL EIS WITH EPA

US Environmental Protection Agency  
Office of Federal Activities; Mail Code 2252-A  
401 M Street, SW  
Washington, D.C. 20460

Dear Sir or Madam:

In compliance with Section 102(2)(C) of the National Environmental Policy Act of 1969 and in accordance with 40 CFR 1506.9, we are enclosing five (5) copies of a (*draft/final*) environmental impact statement for (*title of proposal*). This statement was prepared by the (*bureau*).

This EIS has been transmitted to all appropriate agencies, special interest groups, and the general public. The official responsible for the distribution of the EIS and knowledgeable of its content is (*name and phone number*).

Sincerely,

Willie R. Taylor [for non-delegated EIS]  
Director, Office of Environmental  
Policy and Compliance

or

FWS DIRECTOR or  
REGIONAL DIRECTOR [for delegated EIS]

Enclosures

cc: OEPC (4 copies)  
DOI Natural Resources Library (2 copies)